



2025–2026 WITHDRAWAL AND TUITION REFUND POLICY

At Kairos Classical Christian Academy, we strive to provide a supportive and nurturing educational environment for our students. We understand that circumstances may arise that lead to a student's withdrawal from the school. This policy outlines the procedures and conditions for withdrawal requests and tuition refunds.

Tuition Payment Options

Parents have two options for tuition payment:

- Full payment of \$7,000 by August 1.
- Payment plan of 12 monthly installments of \$655 each, payable from May 1 to April 1. This payment includes a mandatory tuition insurance fee of \$75 per month.

Withdrawal Procedure

If a parent or guardian decides to withdraw their child from KCCA, the following steps must be taken:

- A written notice of withdrawal must be submitted to the school administration at least 30 days prior to the intended withdrawal date. The notice should include the student's name, grade, and the reason for withdrawal.

Refund Policy

A. Full Payment:

- If a student is withdrawn before the first day of school, the school will refund 75% of the tuition amount (\$5,250).
- If a student is withdrawn after the first day of school but before the end of the first semester (December 31st), the school will refund 50% of tuition.
- If a student is withdrawn from the school after December 31st, **no refunds** will be given.

B. Payment Plan:

- If a student is withdrawn before the first payment is processed (prior to May 1), all paid amounts will be refunded except for the \$75 tuition insurance.
- If a student is withdrawn after the payment plan has started but before the completion of the first semester (December 31), the school will refund 50% of the paid installments minus the tuition insurance payments.
- If a student is withdrawn after January 1, no refunds will be given for the remaining tuition.

Additional Notes

- Tuition insurance is included in the monthly payment plan and is mandatory for the payment plan option. This insurance helps protect against unforeseen circumstances leading to withdrawal.
- Refunds will be processed **within 45 days** of the withdrawal date and issued via check to the parent or guardian.

Exceptions

In exceptional circumstances (e.g., medical emergencies or relocation), the administration reserves the right to consider waiving or adjusting the tuition refund policy on a case-by-case basis. Parents are encouraged to discuss such matters directly with the school administration.

For any questions or clarifications regarding this policy, please contact jwhite@kairoschristian.org.